

1 JUL 1964

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Contribution of the A&E Staff to the Agency's Personnel Program

1. In response to your memorandum of 12 June 1964 and Recommendation 20b in the Inspector General's Survey of the Office of Personnel, we have initiated discussions with the Medical Staff concerning "ways in which the A&E Staff can make a greater contribution to the Agency's personnel program." I believe the IG's recommendation on this point is sound and hope that our discussions will be productive.

2. There are two general ways in which I think the Agency can profit most from a fuller use of the A&E Staff:

- a. increased employment of the Staff's resources to aid in making important decisions affecting individual employees such as selection for career status, mid-career training, attendance at senior schools, etc.
- b. greater use of the Staff's research and consultative services in the development and monitoring of personnel policies and procedures, and also in dealing with special problems such as sick leave abuses, abnormal attrition, etc.

3. Many components and Career Services are well aware of the value of A&E's test results, personality profiles, and other resources as aids in making key personnel decisions and regularly make use of them. Others, I believe, should be encouraged to do likewise and I am therefore proposing to the Medical Staff that we actively seek out ways to accomplish this.

4. The usefulness to our personnel program of A&E's research and consultative services has long been recognized and, of course, they have been employed on many occasions, perhaps most prominently in connection with fitness reporting. However, these services are often quite restricted in their availability since A&E's first commitment to support the Agency's recruitment and selection efforts has usually occupied most of its attention. Until this situation changes, the amount of consultative work that A&E can do will, no doubt, be sharply circumscribed. With this limitation in mind, we have asked the Chief of A&E to work with us at such intervals and to such degree as he can to strengthen and improve our exit interview program. Other projects, particularly with respect to attrition and counseling, will then follow as A&E demonstrates the capacity to handle them.

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